

Date: September 2014
To: All Licensed Childcare and Preschool Programs
From: Immunization Program, Nebraska Department of Health & Human Services
Subject: 2014 Immunization Reports

If you received this letter, you are listed as a licensed childcare or preschool program with the State of Nebraska and State Law (Neb. Rev. Stat. §71-1913) **requires** you to report immunization levels of the children in your care to the State Immunization Program. Everyone must complete the report, even if you are not caring for children at this time.

Childcare providers must report immunization levels of children that are currently enrolled in your program or were enrolled up to September 30. Children attending school (Kindergarten and up) **do not** need to be reported as their records will be obtained from the school they attend, however, you still need to keep their immunization records in your files.

NDHHS Immunization Program has made changes to simplify the reporting process for childcare providers. Childcare providers no longer need to write in all the dates of the child's immunizations, but rather can simply COUNT the number of each type of vaccination the child received.

NDHHS has also made a fillable, online reporting form available. Below are instructions to complete the online reporting forms:

- Step 1. Go to: "Nebraska Immunization Program" home page and click on "Daycare"
- Step 2. Scroll to find the 2014 Reporting documents.
- Step 3. Complete Section 1 and Report form and send to the Immunization Program.

The form can be printed and filled in by hand if preferred. In addition, DHHS will accept other reports from a facility if using its own software to track this information, provided all the necessary information is included.

All completed reports along with any documentation of varicella (chicken pox disease), medical, or religious exemption forms should be sent to the address below. Childcare facilities should be sure to keep copies of all submitted documentation. If there are any questions, please contact Louayne Hoback with the NDHHS Immunization Program at louayne.hoback@nebraska.gov or 402-471-6423.

Mail reports to:

NDHHS Immunization Program
PO Box 95026
Lincoln, NE 68509
Fax: 402-471-6426
Email: DHHS.Immunization@Nebraska.Gov